

EDITED KSA LISTING

CLASS: FIRE CHIEF, CORRECTIONAL FACILITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Technical and practical knowledge of Federal, State, local laws and regulations as they relate to modern fire prevention methods/principles and inspection techniques used in protecting life and property against the effects of fire and panic; in the performance of fire prevention activities (e.g. fire system maintenance, hazard reduction, visual inspections and documentation, etc.).
K2	Technical and practical knowledge of current regulations, mandates and departmental training needs as they relate to modern fire suppression principles and techniques.
K3	Comprehensive knowledge in the use and upkeep of fire-fighting equipment (e.g., apparatus, tools, appliances, pumps, etc.) to ensure the reliability and safe operation of equipment to perform emergency operations/fire suppression and daily activities.
K4	General knowledge in Emergency First Aid including cardiopulmonary resuscitation (CPR) to effectively apply care to the sick and injured.
K5	Comprehensive knowledge of facility buildings/designs and grounds (e.g., building construction, location/type of fire suppression system, water supply systems, plot plans, utility locations, etc.) to effectively aid in the suppression/rescue operations during an emergency.
K6	Comprehensive knowledge of Fire-fighting resources (e.g., mutual aid, personnel, equipment, water supplies, communications, etc.) to maintain a safe operation and mitigate an incident.
K7	Technical knowledge of the principles and practices of effective management of a fire department and supervision of staff and inmates in order to manage daily activities and emergencies.
K8	General knowledge of correctional institution policies, procedures, practices, purposes and methods of discipline (e.g., CDC 128A/B or CDC 115) as applied to persons under restraint (inmates) to ensure the safety of staff and document inappropriate behavior.
K9	General knowledge of a supervisor's role in promoting Equal Employment Opportunity in hiring, development, and promotion of employees while maintaining a work environment that is free of discrimination and harassment.
K10	General knowledge of supervisory responsibilities under the Ralph C. Dills Act to protect employee bargaining rights without fear of reprisal.

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K11	Technical knowledge of firearms as it applies to the safe operation and handling ensuring weapon control, while in the performance of their duties.
K12	General knowledge of principles and methods of conducting and documenting, investigations, searches and obtaining evidence (i.e., fire causes & weapons/contraband) to provide a safe work environment and for future reference.
K13	General knowledge of proper use, handling and storage of hazardous substances/wastes to comply with regulatory guidelines and create a safe work environment.
K14	General knowledge of interviewing techniques to obtain pertinent information from staff and inmates or the general public to gather information/facts during the investigation process to provide for the safety and security of the institution.

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	Skill to:
S1	Conduct investigations, searches and obtain evidence and facts to find cause and origin of fire, contraband, weapons, etc., and to ensure the safety and security of the institution.
S2	Clearly communicate and document information (verbal and written) on different levels to exchange and relay information (e.g., policies and procedures, emergency response, training, etc.) to appropriate individuals/groups pertinent to the institution(s).
S3	Safely and proficiently handle firearm(s) to comply with Peace Officer Standard Training (POST) for safety.
S4	Organize, train, and manage a fire department in fire prevention, fire suppression, and rescue operations to effectively direct staff and perform the duties of a Fire Chief.
S5	Supervise, control, direct, and instruct inmates (individually and groups) in accordance with the policies and procedures of the Department of Corrections, to maintain the safety and security of the institution.
S6	Prepare cost and damage estimates for replacement of equipment/apparatus, personal protective equipment, appliances, etc., maintain regulatory standards and safety.
S7	Prepare budget recommendations to purchase/repair equipment and apparatus, service contacts, etc., to maintain compliance with regulatory standards and fire department needs.
S8	Review construction plans for compliance with fire and life safety regulations (e.g., emergency lights, fire system placement, water systems, fire egress, etc.).
S9	Maintain records and prepare reports (e.g., fire and life safety inspections, incidents, training, personnel, equipment maintenance, etc.) to ensure compliance with DOM and for future reference.
S10	Assess the training needs and development of employees to ensure staff comprehend and acquire the skills and abilities necessary to perform daily tasks and emergency response.
S11	Effectively apply and/or advise employees of their bargaining unit rights under the Ralph C. Dill's Act to maintain compliance.
S12	Effectively promote equal employee opportunity in employment and maintain a work environment free of discrimination and harassment.

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S13	Learn to operate and maintain fire-fighting equipment (e.g., apparatus, generators, rescue tools, hoses and nozzles, pumps, etc.) for safe operation and maximize equipment efficiency in order to respond and to mitigate the emergency.
S14	Think and act quickly to respond promptly to emergency situations and evaluate the most appropriate course of corrective action.
S15	Apply mathematical skills to perform calculations to prepare various documents (e.g., purchase orders/contracts, cost estimates for repairs/replacements, etc.) to maintain compliance with departmental/procurement procedures.

	Ability to:
A1	Learn and use modern fire prevention and suppression principles and techniques and fire-fighting tools and apparatus to effectively direct staff and perform the duties of a Fire Chief.
A2	Supervise the work of others in the performance of daily duties and emergency responses.
A3	Interpret and enforce institution rules and regulations with firmness, tact, and impartiality to create a cohesive work environment.
A4	Rate the conduct and production of inmates accurately and impartially in order to maintain productivity and appropriate conduct.
A5	Analyze events (e.g., custodial, personnel, emergency and administrative) and take appropriate action (e.g., improve, control, mitigate, etc.) to resolve the situations.
A6	Maintain cooperative relationships with people, organizations, and agencies to effectively meet the needs of the institution and promote/maintain positive public relations.
A7	Follow oral and written directions (e.g., laws, rules, regulations, operational procedures, verbal instructions, etc.) to effectively interpret and apply instructions to accomplish assigned duties and meet the goals and objectives of the department.

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A8	Perform heavy physical labor (e.g., fighting fire, lifting/moving equipment, positioning hose lines, forcible entry, etc.) in order to accomplish emergency response.
A9	Supervise and direct staff to maintain fire station and equipment in a clean, organized and operative manner to ensure response readiness.
A10	Effectively hear to detect and protect oneself and others from potential harm by detecting dangerous situations (e.g., siren warnings, radio/verbal commands, structural noise, cries for help, etc.) while in the performance of fire-fighting duties.
A11	Use of both hands and both feet, normally (e.g., driving, climbing, lifting, dragging, walking, etc.) in order to accomplish daily fire-fighting tasks.
A12	Demonstrate leadership to fire department staff and inmates using facilitation tools and techniques to produce desired results as necessary.

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	Special Characteristics:
SPEC1	Willingness to work irregular/extended hours based on operational needs to perform the duties of a Fire Chief.
SPEC2	Interpersonal relationships to be alert, courteous and professional in their dealings with inmates, fellow employees and the public.
SPEC3	Mental and moral strength to venture, persevere and withstand danger, fear and difficulties in stressful and adverse conditions to perform the duties of a Fire Chief.
SPEC4	Quick to perceive and act in an emergency.
SPEC5	Complete a training course in arrest and firearms as mandated by Penal Code Section 832.
SPEC6	Emotional stability to provide structure, guidance, and counseling to inmates, fire-fighting staff and others to perform the duties of a Fire Chief.
SPEC7	Neat/professional appearance when representing the department while performing the duties of a Fire Chief.
SPEC8	Willingness to travel throughout the state based on operational needs while performing the duties of Fire Chief.